

# BENEFITS NEWS

An Information Publication for State of California Employees

## Travel Reimbursement Program

The State of California reimburses employees for actual business expenses associated with authorized travel in accordance with the provisions of the current bargaining unit agreements (MOUs), DPA rules for reimbursement, and IRS requirements.

Each State agency/department determines the necessity for travel, if travel is in the best interest of the State, and the time, location, and method of travel.

### Who is eligible to receive travel reimbursement?

All State officers, employees, and agents traveling on authorized State business may be reimbursed for actual out-of-pocket expenses incurred. Questions regarding whether or not an employee is on travel status should be directed to the employee's agency/department.

### What are the current rates for reimbursement?

The following rates are the current maximum per diem, lodging, and mileage reimbursement allowances. Only actual expenses may be claimed. Employees should always verify receipt requirements and current rates with their agency/department.

#### In-State Travel

##### Meals:

Breakfast:	actual expense up to \$6
Lunch:	actual expense up to \$10
Dinner:	actual expense up to \$18
Incidentals:	actual expense up to \$6

##### Lodging:

All counties not listed below:	\$84/night plus tax
L.A. & San Diego counties:	\$110/night plus tax
Alameda, San Francisco, Santa Clara, and San Mateo counties:	\$140/night plus tax

Receipts are required for all lodging claims. An effort to obtain the most economical lodging available must be made. If lodging can not be found at or below the rates noted above, an Excess Lodging Rate Request form (STD 255C) must be completed and approved prior to the trip taking place. Employees should contact their agency/department for instructions on the approval process for the STD 255C.

##### Mileage reimbursement:

The State adopted the Federal Standard Mileage Rate (FSMR) on 01/01/07. All employees (with the exception of Bargaining Unit [BU] 6) who use their personal vehicle for authorized travel may claim the FSMR. Contact your agency or department for the current FSMR as it is subject to change.

Current FSMR (01/01/07): 48.5 cents per mile

#### Out-of-State Travel

Meals:	Same as In-State Travel rates.
Lodging:	Actual cost of lodging supported by a receipt.
Mileage reimbursement:	Same as current FSMR. BU 6 employees should contact their department for their rate.

### **Can I book my lodging on-line (Internet Lodging Receipts)?**

It is strongly advised that employees use the Department of General Services' (DGS) list of approved lodging vendors. These vendors have agreed to offer lodging at or below the current State lodging rates.

Employees who use third party vendors such as Priceline.com and Hotels.com must provide a valid receipt from the third party vendor and the commercial lodging establishment. Both receipts must show the employee's check-in and check-out dates, the itemized expenses incurred, and the total amount paid by the employee in order to properly substantiate a valid business expense. The cost incurred for lodging must match on both receipts. Travel Expense Claims (TEC) not supplying both receipts will result in the rejection of the claimed expense on the TEC. Refer to DPA PML 2005-021 for detailed information.

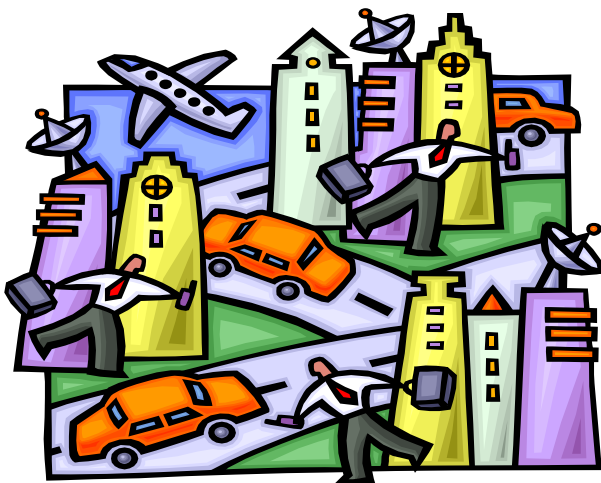
### **Can I keep my Frequent Flier Points (Travel Premiums)?**

Many departments have programs in place and require employees to return the premiums to the State for future use. Where no program currently exists, employees who earn travel premiums (Frequent Flier Miles/Points) while traveling on official State business may use these travel premiums for their personal use. Please check with your department to verify your department's policy on travel premiums. Refer to DPA PML 2005-051 for additional information.

### **Transportation Contracts**

The Department of General Services, Office of Fleet Administration (OFA), has responsibility for State vehicles, State garages, and negotiates and administers the State contracts for airlines and rental vehicles. For more information, contact the OFA at (916) 327-2085.

**For more information:** Visit the DPA's Website at [www.dpa.ca.gov](http://www.dpa.ca.gov) (click "Personnel Policies", "Travel and Reimbursement Policy") or contact your department or agency travel coordinator.



### **For More Information**

**DPA Benefits Division**  
(916) 322-0300 ♦ CNET 492-0300

**ARAG North America  
Group Legal Services Plan**  
1-866-762-0972

**Dental Program**  
(916) 324-0525 ♦ CNET 454-0525

**Employee Assistance Program  
MHN (Managed Health Network)**  
1-866-327-4762

**FlexElect Program**  
(916) 327-6429 ♦ CNET 467-6429

**Health Promotion Program**  
(916) 324-9398 ♦ CNET 454-9398

**Merit Award Program**  
(916) 324-0522 ♦ CNET 454-0522

**Pre-Tax Parking**  
(916) 324-0526 ♦ CNET 454-0526

**Rural Health Care Program**  
(916) 327-1439 ♦ CNET 467-1439

**Savings Plus Program**  
1-866-566-4777  
[www.sppforu.com](http://www.sppforu.com)

**Travel & Relocation and  
Vanpool Programs**  
(916) 324-0526 ♦ CNET 454-0526

**Vision Service Plan**  
1-800-877-7195

**Workers' Compensation Program**  
(916) 445-9792 ♦ CNET 485-9792

### **DPA Fax Numbers**

**Benefits Division**  
(916) 322-3769 ♦ CNET 492-3769

**Savings Plus Program**  
(916) 327-1885 ♦ CNET 467-1885

**TDD (Any unit in DPA)**  
(916) 327-4266 ♦ CNET 467-4266

### **Internet Address**

[www.dpa.ca.gov](http://www.dpa.ca.gov)